



REQUEST FOR DETERMINATION OF QUALIFICATION FORM AFSCME THIRD BUMPING OPTION

This form is to be completed by AFSCME-covered employees who have been notified of layoff and are eligible to bump to a job class for which they are qualified, at the same or lower pay grade than their current job class. The job class must be in their layoff unit and the employee must be more senior than the least senior employee in the job class to which they elect to bump.

To Be Completed By The Personnel Assistant:

Employee Name: _____ SSN: _____
 Class from which laid off: _____ Pay Grade: _____
 Signature of Personnel Assistant: _____ Date: _____

You must follow these instructions when completing this form:

- You must list the job classification (non-supervisory only) and pay grade for each job class in your layoff unit for which you wish to bump.
- Select only classes that are at the same or lower pay grade than your current job class.
- You must meet the minimum qualifications and possess any certificates, licensure or other qualifications required for that job class to be eligible to bump.
- You must be more senior than the least senior person in that class to be eligible to bump.
- You must list all job classes in numbered priority order, with number one being your first choice to bump. Each class listed below must be numbered based on your bumping preference. Once submitted you may not change this list of classes.**

Priority Number	Job Classification	Pay Grade	HRE Use Only	Priority Number	Job Classification	Pay Grade	HRE Use Only
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

If you wish to list additional job classes use the reverse side of this form.

Complete the enclosed application and return it with this form. This is the only application that will be used to determine your qualifications for the job classes you listed above. Certain job classes may require selectives. Complete the bumping application thoroughly. If you have questions about any selective requirements, please contact your Personnel Assistant.

This form must be returned to your Personnel Assistant by _____.

***Failure To Return This Form By The Date Stated Above Will Cancel Your Bumping Rights.
Failure To Accept An Offer To Bump Will Result In Layoff.***